

**INFORMATION TECHNOLOGY PROJECT
REQUEST**



**Preliminary Feasibility Study Report
Executive Approval Transmittal**

Department Name

Project Title (maximum of 75 characters)

Project Acronym

APPROVAL SIGNATURES

I am submitting the attached Preliminary Feasibility Study Report (Pre-FSR) in support of our request for the DOIT's approval to undertake a feasibility study in support of a proposed project.

I certify that the Pre-FSR was prepared in accordance with State Administrative Manual Sections ____-____ and that the project concept is consistent with our information technology strategy as expressed in our current Agency Information Management Strategy (AIMS).

I have reviewed and agree with the information in the attached Preliminary Feasibility Study Report.

Chief Information Officer

Date Signed

Printed name:

Budget Officer

Date Signed

Printed name:

Department Director

Date Signed

Printed name:

Agency Secretary

Date Signed

[Not applicable]

[Not applicable]

Printed name:

PRELIMINARY FEASIBILITY STUDY REPORT (Pre-FSR)

SUBMITTAL DATE			
SUBMITTING DEPARTMENT			
REPORTING AGENCY			
PROJECT TITLE			
Check all reporting criteria that apply:			
<input type="checkbox"/> Development schedule exceeds one year			
<input type="checkbox"/> Total project cost greater than \$1 million			
<input type="checkbox"/> WAN installation/expansion through other than DGS or data center: exceeds cost threshold			
<input type="checkbox"/> Technology not currently supported by department or data center: exceeds cost threshold			
<input type="checkbox"/> Enterprise strategy project			
	Name	Phone #	E-mail Address
PROJECT CONTACT			
Business Problem			
Proposal Objective			
General Description of the Potential Solution			
Is the proposed project consistent with the Department's information technology strategy?			
Is the proposed project referenced in the Department's current AIMS?		Page #	
	One-time	Annual Continuing	
Estimated Cost	\$	\$	
Planned Funding Source			
	Redirection? Y / N	Augmentation? Y / N	FY:
Estimated Benefits	\$		
Estimated Start Date			
Estimated Completion Date			

**DEPARTMENT OF INFORMATION TECHNOLOGY
STATE INFORMATION MANAGEMENT MANUAL
PRELIMINARY FEASIBILITY STUDY REPORT: 4.0**

Submission Checklist

The following checklist will be used by the DOIT Pre-FSR Review Analyst to determine if the Pre-FSR package being submitted is complete. If any of the required items are missing, the entire package will be returned to the sender for completion. The Project Manager is responsible for ensuring that the following items are included:

- ☐ 1) Pre-FSR Executive Approval Transmittal – All Signatures included.
- ☐ 2) Completed Pre-FSR Form.